



Communications and Information

**INFORMATION RESOURCES MANAGEMENT (IRM)  
ASSESSMENT PROGRAM, RCS: SAF/AQI(A)9505**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO) for the monthly CD-ROM or access to the bulletin board system. Paper publications will be discontinued in December 1996.

---

This Air Force instruction (AFI) implements Public Law (P.L.) 96-511, *The Paperwork Reduction Act*; The Government Performance and Results Act (GPRA) of 1993; Information Technology Management Reform Act (ITMRA) of 1996; Office of Management and Budget (OMB) Circular A-130, *Management of Federal Information Resources*; Department of Defense Directive (DoDD) 8000.1, *Defense Information Management (IM) Program*, October 27, 1992 and Air Force Supplement 1, 30 Sep 94; Air Force Policy Directive (AFPD) 33-1, *Command, Control, Communications, and Computer (C4) System*; and AFPD 37-1, *Air Force Information Management*. AFPD 37-1 provides a structure to establish, evaluate, and report on Air Force information resources management (IRM) at Headquarters United States Air Force (HQ USAF), field operating agencies (FOA), direct reporting units (DRU), and major command (MAJCOM) headquarters and subordinate units down to the wing level. The IRM Assessment Program Report is Report Control Symbol (RCS): SAF/AQI(A)9505, *Information Resources Management (IRM) Assessment Report*. Immediately discontinue reporting data requirements during emergency conditions. Discontinue reporting during MINIMIZE. Provide a copy of MAJCOM and FOA supplements to Headquarters Air Force Communications Agency (HQ AFCA)/XPPD, 203 W. Losey Street, Room 1065, Scott AFB IL 62225-5224. Refer recommended changes and conflicts between this and other publications to Director, Chief Information Officer (CIO) Executive Staff (SAF/AQIO), 1060 Air Force Pentagon, Washington DC 20330-1060, using AF Form 847, **Recommendation for Change of Publication**, with an information copy to HQ AFCA/XPPD. This instruction is not applicable to numbered Air Force headquarters. See attachment 1 for a glossary of references, abbreviations, and acronyms used in this AFI.

**1. Goals and Responsibilities.**

1.1. Introduction. IRM is defined as the process of managing information resources to accomplish agency mission and to improve agency performance, including the reduction of information collection burdens to the public. Title 5 United States Code (U.S.C.) 306, *The Government Performance and Results Act (GPRA) of 1993* mandates that agencies implement strategic planning, mission performance measurement, and mission performance reporting. OMB Circular A-130 requires agencies to develop an IRM strategic plan, conduct evaluation and performance measurement of IRM, and improve information systems management oversight. The Air Force IRM Assessment Program will implement the IRM performance measurement aspects of the GPRA and OMB Circular A-130. The data to assess progress is used toward implementation of the Air Force IRM Strategic Plan.

1.2. Purpose. The purpose of this instruction is to delineate responsibilities and provide guidance on how the Air Force intends to collect, analyze, and use information to assess and improve its IRM program.

1.3. Goal and Methodology. The goal of this assessment program is to help determine the overall effectiveness of the Air Force's IRM program. The methodology for collection and analysis of data will be done through the use of an automated IRM assessment processor that contains questionnaires on IRM-related processes. AFCA will distribute the questionnaires and analyze the data on an annual basis. The questionnaire responses will be used to populate a database that will be used to create a matrix (see table 1) indicating how well each organization performs in each area of IRM activities. A value is computed for each organization using responses to questions for each assessed area of IRM activity. The CIO will use assessment results

---

OPR: SAF/AQI (Mr. Bao T. Nguyen)

Certified by: SAF/AQ (Mr. Arthur L. Money)  
Pages: 5/Distribution: F

to develop IRM policy and identify IRM resource requirements and priorities to enable the Air Force to manage information as a strategic resource to achieve the mission.

**Table 1. Sample - Results Matrix.**

CATAGORY	MAJCOM 1	MAJCOM 2	MAJCOM 3	MAJCOM 8
Customer Feedback	Value	Value	Value	Value
Strategic Planning	Value	Value	Value	Value
Life Cycle Management	Value	Value	Value	Value
Requirements Analysis	Value	Value	Value	Value
FIP Procurement	Value	Value	Value	Value
APR	Value	Value	Value	Value
Personnel Disabilities	Value	Value	Value	Value
Information Systems (IS) Security	Value	Value	Value	Value
Information Systems (IS) Inventory	Value	Value	Value	Value
Agency Training	Value	Value	Value	Value
Paperwork Reduction Act (PRA)	Value	Value	Value	Value
Records Management	Value	Value	Value	Value
Data Administration	Value	Value	Value	Value

1.4. Objectives. The Air Force IRM Assessment Program should provide Air Force leadership with information needed to determine the progress of the IRM program in improving mission performance. Analysis of information from the assessment will enable the Air Force to:

- 1.4.1. Manage information as a strategic resource to accomplish the Air Force mission.
- 1.4.2. Ensure protection of information, that is essential to national security, is provided.
- 1.4.3. Identify common information and system problems; and trends at wing, MAJCOM, and HQ USAF levels of command.
- 1.4.4. Manage information systems projects as investments rather than expenses.
- 1.4.5. Systematically review IRM performance of Air Force organizations.
- 1.4.6. Provide the basis for Air Force IRM review activities, including the staff visits and reviews, and the Office of the Secretary of Defense (OSD) information resources management review.
- 1.4.7. Develop required policies, goals, and training to enable Air Force personnel to manage information as a resource to be entered once and shared thereafter.

1.5. Roles and Responsibilities:

- 1.5.1. CIO. In accordance with Title 44 U.S.C. 3506(b), the Office of the Assistant Secretary of the Air Force (Acquisition) is designated as the Air Force CIO.
- 1.5.2. HQ USAF/SC is responsible for developing policy and procedures for information through its life cycle, regardless of media, that reflect federal statutory and regulatory requirements, life cycle management and operation of information and communications technology and capability issues.
- 1.5.3. Air Force functional managers are responsible for the information, data, information systems, and associated processes within their respective functional areas.
- 1.5.4. The CIO Management Board (CIOMB) is chaired by the CIO and is comprised of executive members of Secretariat and Air Staff responsible for addressing and resolving information resources management issues from a corporate Air Force perspective and providing advice and guidance to the CIO on information technology matters.
- 1.5.5. Director, CIO Executive Staff (SAF/AQIO):
  - 1.5.5.1. Develops and manages the IRM Assessment Program.

1.5.5.2. Issues guidance for compliance and reporting requirements.

1.5.5.3. Provides technical advice and program direction.

1.5.5.4. Directs quality assurance reviews.

1.5.5.5. Prepares reports on the status of the Air Force IRM Program.

1.5.5.6. Responds to inquiries from OSD and OMB.

1.5.5.7. Coordinates with respective functional communities for specifics on their areas of responsibility for IRM.

1.6. Primary Reporting Organizations and Responsibilities.

1.6.1. AFCA is responsible for distributing the IRM assessment questionnaire and collecting and analyzing the response data. HQ AFCA/XPPD will compile the questionnaires provided by SAF/AQIO, create and distribute questionnaire packages to reporting organizations, receive and process reporting organizations' inputs, and provide respondent and analysis data to SAF/AQIO.

1.6.2. HQ USAF Functionals, HQ USAF FOAs, HQ USAF DRUs, and MAJCOM headquarters are primary reporting organizations under this instruction. Numbered Air Force headquarters are exempt from the reporting requirements of this instruction.

1.6.3. The commanders, directors, or chiefs (as appropriate) of the reporting organizations will designate an office of primary responsibility (OPR) that will be responsible for getting the answers to the questions in the questionnaires and completing the questionnaires.

1.6.4. The IRM OPR will:

1.6.4.1. Provide name, postal address, phone number, and simple mail transfer protocol, or X.400 message handling system series protocol, e-mail address to: SAF/AQIO and HQ AFCA/XPPD.

1.6.4.2. Complete the survey by getting the answers from the various agencies within the responding organization.

1.6.4.3. Provide the head of the responding organization the survey results.

**2. Assessment Tool.** The IRM assessment processor is DOS-based software that implements multiple choice, metrics-based reporting. It utilizes an automated and paperless process with a user friendly interface and integral help screens. The application has been developed so that the user should not require specialized training to use. The user views and answers the assessment questionnaires through the assessment processor.

2.1. Distribution of Assessment Tool and Questionnaires. On an annual basis, HQ AFCA/XPPD will distribute the IRM assessment software program and associated questionnaire and response files to the IRM OPR at the primary reporting organizations. These organizations are responsible for reporting information for the organizations and their subordinate organizations. The distribution will occur by e-mail if the recipient's e-mail system permits file transfers. Otherwise, distribution will occur by 3.5 inch, high density floppy disks.

2.1.1. HQ AFCA/XPPD will provide copies of the IRM Assessment Program Administrator software to any of these organizations for their use in gathering data from subordinate units. Data from subordinate units, whether gathered using the provided tool or gathered in any other manner, should be rolled up to provide a single aggregate response for the parent organization. Provide the aggregate data to HQ AFCA/XPPD.

2.2. Return of Completed Questionnaires. The IRM OPR at the primary reporting organizations will return the completed survey response files to HQ AFCA/XPPD by either e-mail or 3.5 inch, high density floppy disks. HQ AFCA/XPPD will provide the postal and e-mail addresses when they distribute the assessment processor.

2.3. Reports. HQ AFCA/XPPD will process the completed questionnaire response files and forward the results, with the respondent data, to SAF/AQIO.

SAF/AQIO will accomplish any additional analysis requested by the CIO and develop final reports. The final reports will baseline and trend the organization's IRM performance results. Organization results will be rolled up to generate aggregate results for the Air Force as a whole.

### **3. Assessment Analysis.**

3.1. Use of Assessment Data. The purpose of collecting assessment data is to provide an aggregate picture of the IRM program Air Force-wide, including strengths and areas for improvement. This data picture will then be used by the CIO and the CIO management board to make decisions regarding IRM priorities and resources.

3.1.1. CIO. Provides executive level management for the Air Force IRM Program. The CIO will use the data to determine overall Air Force needs and provide support as policy, plans, and resource advocacy. The CIO will also provide advice and assistance to the primary reporting organizations, as necessary, based on survey results.

3.1.2. CIOMB. Uses the assessment results to make enterprise-wide decisions regarding use of information resources needed to enhance the Air Force mission.

3.2. Relationship to IRM Strategic Planning. The purpose of the IRM strategic planning process is to identify and prioritize IRM initiatives in support of the Air Force mission and vision. The results of the IRM assessment will be used as input into

the IRM strategic planning process. The results will also act as a metric for the planning process, by correlating the assessment result trends with planning implementation results.

3.3. Benchmarking. The CIO Executive Staff (SAF/AQIO) will maintain a clearinghouse of outstanding processes for other organizations to benchmark (use as a baseline) for improvements. Participation in the benchmarking clearinghouse will be voluntary and SAF/AQIO will obtain permission from the organization before highlighting accomplishments to other organizations. Participation in the clearinghouse is highly encouraged because a primary purpose of the assessment program is for process improvement.

3.4. Relationship to OSD IRM Assessment. Assistant Secretary of Defense (ASD) (C3IA) is implementing an IRM assessment program to measure DoD-wide program results. The Air Force IRM Assessment Program will align to and support the OSD process.

ARTHUR L. MONEY

The Assistant Secretary of the Air Force for Acquisition

**GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS*****References***

AFPD 33-1, *Command, Control, Communications, and Computer (C4) System*.  
AFPD 37-1, *Air Force Information Management*.  
DoDD 8000.1, *Defense Information Management (IM) Program*, October 27, 1992 and Air Force Supplement 1, 30 Sep 94.  
Information Technology Management Reform Act of 1996.  
OMB Circular A-130, *Management of Federal Information Resources*.  
Public Law 96-511, *The Paperwork Reduction Act*.  
Title 5 U.S.C. 306, *The Government Performance and Results Act (GPRA) of 1993*.  
Title 44 U.S.C. 3506(b), *Paperwork Reduction Reauthorization Act*.

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction  
**AFPD**—Air Force Policy Directive  
**APR**—Agency Procurement Request  
**C4**—Command, Control, Communications, and Computer  
**CIO**—Chief Information Officer  
**CIOMB**—Chief Information Officer Management Board  
**DoD**—Department of Defense  
**DoDD**—Department of Defense Directive  
**DRU**—Direct Reporting Unit  
**FIP**—Federal Information Processing  
**FOA**—Field Operating Agency  
**GPRA**—Government Performance and Results Act  
**IM**—Information Management  
**IRM**—Information Resources Management  
**IS**—Information Systems  
**ITMRA**—Information Technology Management Reform Act  
**MAJCOM**—Major Command  
**OMB**—Office of Management and Budget  
**OPR**—Office of Primary Responsibility  
**OSD**—Office of the Secretary of Defense  
**P.L.**—Public Law  
**PRA**—Paperwork Reduction Act  
**RCS**—Report Control Symbol  
**U.S.C.**—United States Code